



Microsoft® Outlook® 2013

Advanced

Course Description

Course Overview: Email has become one of the most widely used methods of communication, whether for personal or business communications. In most organizations, large or small, email is the preferred form of communicating information among employees. As email grew in popularity and use, most organizations found the need to implement a corporate mail management system such as Microsoft® Outlook® to handle the emails, meeting invitations, and other communications sent among employees.

In this course, you will explore the advanced features provided with the Outlook interface, such as advanced message, calendar, and contacts management. You will use the Tasks and Journal workspaces provided in the application to manage task assignments to you and others, and to record interactions you have with your colleagues. You will also share your workspaces with other users, and use Outlook data files to save and back up your important information.

This course is the second in a series of two Microsoft® Office Outlook® 2013 courses. It will provide you with the advanced skills you may need to fully and efficiently use Outlook 2013 to manage your communications and interactions with other people. You can also use this course to prepare for the Microsoft Office Specialist (MOS) certification exams for Microsoft Outlook 2013.

Target Student: This course is intended for people who have a basic understanding of Microsoft® Windows® and want or need to know how to use Outlook as an email client to manage their email communications, calendar events, contact information, and other communication tasks.

Prerequisites: To ensure success, students should be familiar with using personal computers, and should have experience using a keyboard and mouse. Specific tasks the students should be able to perform include: launching and closing applications, navigating basic file structures, and managing files and folders. Before starting this course, students should have completed one or more of the following courses or possess the equivalent knowledge:

- Microsoft® Office Outlook® 2013: Introduction
- **Note:** This course was developed using Windows 8 Professional. If you use an older version of Windows such as Windows 7, Windows XP or Windows Vista®, you might notice some slight differences when keying this course.

Course Objectives

Upon successful completion of this course, students will be able to:

- Customize message settings.
- Organize and locate Outlook messages.
- Set calendar options.
- Track activities using the Journal.
- Assign and track tasks.
- Share folder information.
- Customize the Outlook environment.

Course Content (continued on next page)



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Course Content (continued from previous page)

Lesson 1: Configure Advanced Message Options

- Insert Advanced Characters and Objects
- Modify Message Settings, Properties, and Options
- Use Automatic Replies

Lesson 2: Advanced Message Management

- Sort Messages
- Filter Messages
- Organize Messages
- Search Messages
- Manage Junk Mail
- Manage Your Mailbox

Lesson 3: Advanced Calendar Management

- Manage Advanced Calendar Options
- Create Calendar Groups
- Manage Meeting Responses

Lesson 4: Advanced Contact Management

- Edit an Electronic Business Card
- Manage Advanced Contacts Options
- Forward Contacts
- Export Contacts

Lesson 5: Managing Activities by Using Tasks and Journal Entries

- Assign and Manage Tasks
- Record and Modify Journal Entries

Lesson 6: Sharing Workspaces with Others

- Delegate Access to Mail Folders
- Share Your Calendar
- Share Your Contacts

Lesson 7: Managing Outlook Data Files

- Back Up Outlook Items
- Change Data File Settings

Appendix A: Configuring Email Message Security Settings